

## A. Overview

In addition to meeting the requirements outlined in Section II, vendors must adhere to all the Administrative Requirements of this RFO to be responsive. These requirements include the schedule specified in Section I, Introduction and Overview, the format specified in Section V, Offer Format and Content, the completion of cost worksheets specified in Section IV, Cost Worksheet, and the Administrative Requirements of this section.

This section contains the non-technical requirements covering the vendor's responsibilities, with which the vendor must comply. Any material deviation in the offer will cause it to be rejected.

If the vendor's offer involves the use of subcontractors, any subcontractor proposed for a portion of the project that exceeds ten percent (10%) of the total project cost must also comply fully with the Administrative Requirements described below and must submit responses according to Section II, Statement of Work, in the same manner required of the prime contractor.

It is the intent of the state to evaluate the vendor's capability to successfully execute the requirements contained in this RFO. For this reason, the vendor must provide as part of its offer, evidence of the required capability and experience in the format specified.

Additionally, the vendor must fully comply with all stated terms and conditions in the state's contract.

## B. Executive Summary

The vendor should provide an Executive Summary that condenses and highlights the contents of the offer to provide a broad understanding of the entire offer and facilitates the evaluation of the offer by the state. The Executive Summary should include conclusions and generalized recommendations. Such conclusions and recommendations will not be evaluated and will not be a factor in the selection of the successful offer. The Executive Summary must also provide a concise profile of the company, emphasizing the history and current status of the organization.

Cost information cannot be included in the Executive Summary

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## C. MSA Vendor Responsibility

MSA vendors must possess at a minimum the experience, knowledge, skills, abilities, and certifications listed in the Section II, Statement of Work to be considered responsive to this RFO.

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## D. Confidentiality

To preserve the integrity of the security and confidentiality measures integrated into the Finance automation system, each contractor is required to sign a Conflict of Interest/Confidentiality Certification attached as Exhibit III-B to this section and must be submitted by the date specified in Section I and as part of this RFO. Similarly any contractor and each of their employees engaging in services to Finance related to this RFO and the resulting contract, requiring them to come into contact with confidential agency information, will be required to exercise security precautions for such data they may come in contact with. Each of the employees of the successful vendor, and any subcontractors and their employees must sign formal compliance agreements regarding security and confidentiality (Exhibits III-C and III-D).

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## **E. Customer References and Staff Resumes**

This project will require a variety of skills and experience. Vendors will be required to provide customer references and staff resumes substantiating the vendor's response to the requirements identified in Section II. In addition to the Customer References for the vendor, Customer References for the project manager will be required. Exhibit III-F, Customer Reference Form, Exhibit III-G, Vendor Experience Summary and Exhibit III-H, Proposed Staff Experience Summary have been provided for this purpose.

Customer references shall include **only** completed projects at the time of submission of the offer. The purpose of the customer reference requirement is to provide the state the basis to assess the vendors' prior record and experience in providing similar or relevant services to other organizations. Four (4) customer references are required with the submission of the offer, two (2) for the vendor and two (2) for the proposed project manager (Exhibit III-F). Failure to provide verifiable references may result in the offer being rejected. The state will contact customer references during the dates specified in the Table I-1 Key Action Dates; therefore, it may prove beneficial to the vendor to contact the referenced clients to ensure the client contact information provided on the Customer Reference Form is up-to-date and that the client reference will be available during the dates the state will be validating references. References that cannot be validated by the state or references that do not meet the qualification requirements outlined in Section II.F, Staff Experience will not be awarded points.

The vendor must identify and provide resumes for all staff proposed for this engagement. Resumes must include a summary of similar work performed. Information reflecting contacts, organization names and phone numbers, assignment dates, and project value must be included in each resume.

## **F. Project Management Certification**

The proposed project manager must, at a minimum, possess a Project Management Professional Certification as outlined in the MSA.

## **G. Small Business/DVBE-Subcontracting**

### **G.1 Small Business**

Small Business (SB) preference does not apply to this RFO as it was applied to each bid during the evaluation and award of the MSA. However, Finance will continue to track SB utilization in meeting departmental goals. The offer must include a SB certification as identified in the MSA, if applicable.

### **G.2 Disabled Veteran Business Enterprise (DVBE)**

The vendor's offer must contain the completed forms from DGS' website depending on the option chosen for Disabled Veteran Business Enterprise (DVBE) participation. To review the instructions and complete the appropriate form(s), log on to:

<http://www.documents.dgs.ca.gov/pd/dvbe/dvbereg6.pdf>

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For this procurement, the state has a DVBE goal of three percent (3%) of the combined total cost. The three percent will be calculated on Section VII, Deliverables Cost Worksheet, "Total Proposed Project Cost." If the vendor does not meet the goal, have an approved DVBE Business Utilization Plan, or do a Good Faith Effort to meet the goal, the DVBE participation requirement shall cause an offer to be considered non-responsive and ineligible for contract award.

To meet this requirement the vendor must do at least one of the following:

1. Meet the contract goal of 3% of Section IV, Cost Worksheet, "Total Proposed Project Cost."
2. Provide documentation as prescribed to show that the vendor has made a "good faith effort" to achieve 3% DVBE participation.
3. Provide evidence that the vendor has an approved DVBE Utilization Plan with the Department of General Services, Procurement Division.

At the time that a vendor submits the offer, the vendor will have calculated the dollar value of the total cost proposed in response to the requirements of this RFO. For this reason, if the vendor claimed to meet the DVBE goal in the administrative portion of the offer, the vendor shall identify the actual dollar figure and the percentage (3% or more of the combined total cost on Section IV, Cost Worksheet, "Total Cost Worksheet Summary") representing the rate of participation for each proposed DVBE Sub-Contractor. This data shall be identified on the DVBE Participation Summary form (STD. 840) in the column marked "claimed DVBE value" and submitted only as part of the vendor's Cost Proposal.

## H. Secretary of State Certification

When agreements are to be performed in the state by corporations, the contracting agencies will verify that the contractor is currently qualified to do business in California and is in good standing, thereby ensuring that all obligations due to the state will be fulfilled. Vendors must submit a copy of the Secretary of State Certification with their offer.

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## I. Workers Compensation Liability Insurance

The vendor must furnish a certification of insurance stating that there is liability insurance presently in effect for the contractor of not less than \$1 million per occurrence for bodily injury and property damage liability combined.

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The certification of insurance must include the following provisions:

- a. The insurer will not cancel the insured's coverage without 30 days prior written notice to the state;
- b. The State of California is included as additional insured.

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## J. Payee Data Record

The vendor to be awarded this contract will be required to sign a Payee Data Record form STD. 204 before contract award and execution. Vendors must submit a fully executed copy with their offer. The Payee Data Record can be found at <http://www.documents.dgs.ca.gov/osp/pdf/std204.pdf>.

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**K. MSA Contract**

The MSA vendor must include a complete copy of their MSA contract with their offer.

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## FORMS INDEX

Some or all of the following forms are applicable to your firm's contract and offer. Please read each form or requirement carefully to ascertain if it is appropriate to complete the attached document. Incomplete documents that are a contractual requirement could render an offer as non-responsive and not be considered for award. **Please note that the forms that have an asterisk \* are required forms to be filled out and returned with your offer.**

Exhibit III-A	Letter of Intent *
Exhibit III-B	Conflict of Interest/Confidentiality Certification *
Exhibit III-C	Confidentiality and Non-Disclosure Agreement
Exhibit III-D	Computer Security Policy
Exhibit III-E	List of Proposed Subcontractors *
Exhibit III-F	Customer Reference *
Exhibit III-G	Vendor Experience Summary *
Exhibit III-H	Proposed Staff Experience Summary *
Exhibit III-I	Proposed Resource Staffing Form *
Std. Form 213	*

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